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27 NOV 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the Office of Medical Services

REFERENCE : Your memorandum, dated 2 October 1968, subject as above

1. Following is a report of actions on the four (4) recommendations of the recent IG Survey which required continuing action as specified by the Executive Director-Comptroller.

2. Recommendation 5

It is recommended that the Deputy Director for Support direct the Director of Medical Services:

a. To request the Director of Personnel to furnish a personnel specialist to fill the position of Personnel Officer.

b. To request the Director of Finance to furnish a finance specialist to fill the position responsible for the financial administration of the Office of Medical Services.

c. Or, to investigate the possibility of obtaining the services of a support officer, who has experience and training in both the personnel and finance fields, and of combining the responsibilities in one position.

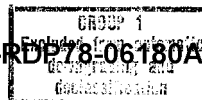
Report

As you are aware from our meeting of 24 October, neither the Director of Personnel nor the Director of Finance after looking into the incumbency history of these two positions feels that specialists from their offices are necessary for these positions. We, too, believe that the assignment policy that has prevailed for almost two decades of using SD:EM personnel in these positions should continue. As agreed however, we do plan to review this arrangement with you whenever a vacancy occurs in these positions to determine the best procedure for new appointment.

3. Recommendation 6

It is recommended that the Director of Medical Services:

a. Establish a Selection Processing Division to consist of the existing Selection Support Branch and the Selection Processing Center,



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each of which to be designated as separate branches (Psychiatric Screening Branch and Clinical Activities Branch respectively) within the division.

b. Designate the chief of this division to be responsible for all OMS applicant screening.

c. Eliminate from the normal review of applicant disqualifications the Chief of the Psychiatric Staff, the Chief of the Clinical Division, and the Special Assistant for Clinical Activities.

Report

Action has been taken to implement all parts of this recommendation to the extent permitted by our present ceiling and funds authorizations. Pending availability of the appropriate staff positions to establish the SPD on a permanent basis (as well as the provision of funds to continue the salaries of the current contract personnel for the present fiscal year) we have established in effect an interim working relationship for the SPD based on internal OMS directives (Attachments 1 and 2).

4. Recommendation 7

It is recommended that the Director of Medical Services:

a. Establish a Medical Services Division to consist of the existing Psychiatric Staff and Clinical Division, each of which is to be designated as a separate branch within the division.

b. Eliminate the position of Special Assistant for Clinical Activities.

Report

Recommendation 7a:

As outlined at our 24 October meeting, the OMS discussions and considerations on mission and functions -- which are continuing -- do not support the integration of the Psychiatric Staff and the Clinical Division as recommended by the IG Survey. I do therefore request a deferment of final report on this recommendation pending completion of these OMS discussions. I believe such a report should be available by 1 February 1969.

Recommendation 7b:

I concur in this recommendation in principle, however, in my judgment the D/MS requires a Special Assistant if he is to respond as I believe senior Agency officials expect him to respond. The purpose and nature of this position are now different from what they were at the time of the IG

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Survey. At that time the position was filled by a senior Medical Officer whereas the current incumbent is a Medical Administrative Officer. I believe its present administrative nature would tend to remove this SA/DMS position from the professional area of question that was apparently the concern of the IG Survey.

5. Recommendation 14

It is recommended that the Deputy Director for Support:

[Redacted]

[Redacted]

SIGNED
JOHN R. TIETJEN M.D.

JOHN R. TIETJEN, M.D.
Director of Medical Services

Attachments:

1. OMS Regulation No. 1-2, 2 Dec 1968
2. OMS Notice No. 1-1, 2 Dec 1968
3. Memorandum for DD/P, 17 Oct 1968
4. Memorandum for DD/I, 27 Nov 1968

OMS/ExO [Redacted] (27 Nov 68)

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